

**DETERMINATION AND FINDINGS
FOR AN EXTENSION TO THE
SOLE SOURCE PROCUREMENT**

CONTRACT NO: CW17400
CAPTION: Loan Servicing and Collection , Loan Collection and Foreclosure Services
PROPOSED CONTRACTOR: AmeriNational Community Services
PROGRAM AGENCY: Department of Housing and Community Development(DCHD)
AUTHORIZATION: D.C. Official Code §2-354.04, 27 DCMR 1304 and 1700

1. **MINIMUM NEED:** The Department of Housing and Community Development(DCHD) has a need for Loan Servicing, Loan Collection and Foreclosure Services for its current and future amortized and deferred loans for the Home Purchase Assistance Program(HPAP), the Employer-Assisted Housing Program(EAHP), The Metropolitan Police Housing Assistance Program(MPHAP), the Single-Family Housing Homeownership Program(SFHRP) Deferred, Amortizing and Wylie Courts Condominium Homeownership Program, the Multi-Family Rehabilitation Program(MFHRP) and the Economic Development Program(EDP).

The Period of Performance (POP) for this Contract extension shall be from Date of Award sixty days (60)

2. **ESTIMATED REASONABLE PRICE:**

The estimated fair and reasonable cost to provide the required services during the Contract shall be in the amount of Two Hundred Fifty Thousand Dollars (\$250,000.00). The estimated price has been determined to be fair and reasonable based on the fact that the labor rates for the Contract are the same as those paid by the District under the current Contract No. CW17400, prices determined to be fair at the time of the Contractor's award.

3. **FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:**

The District of Columbia has a need for Loan Servicing Services. This need is unique to the District of Columbia because to not provide these services would seriously threaten the loan servicing services of DC residents, businesses and individuals working in the District.

1. A market survey was conducted and AmeriNational Community Services was the only vendor that provided adequate responses.
2. A pre-proposal was held for Loan Servicing Services and AmeriNational Community Services was the only vendor to attend.
3. A solicitation was sent to 88 vendors to provide Loan Servicing Services. Six (6) of the eighty eight (88) responded that they "intended to participate", however only AmeriNational Community Services submitted a response.

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4. The District must ensure that there is a continuation of service with the expertise, infrastructure, and capacity that is being provided by AmeriNational Community Services.
5. A new Solicitation for the long term requirement under the Open Competition was issued on August 5, 2013, closing date of August 25, 2013. Only one (1) Vendor responded to the request for Loan Services. Solicitation Number DOC120251 is currently under review by the issuing Contracting Officer and the Procurement Review Committee. Upon completion the new Competitive Procurement will be submitted for Legal Sufficiency.

Thereafter, the new Competitive Procurement will be submitted to the City Council for review and approval. Upon completion of the City Council review and approval, the Contract will be forwarded to the Contracting Officer for contract award. Until such time of the award of the new Contract, there is a need to extend the current Sole Source Contract, Contract Number: CW174000 for an addition sixty (60) days.

Award of the long term requirement will be made through the competitive process based upon Pre-Established criteria listed within the DOC120251 Solicitation.

4. CERTIFICATION BY AGENCY DIRECTOR

I hereby certify that the above findings are true, correct and complete to the best of my knowledge and belief.

Date

Michael Kelly, Director
Department of Housing and Community
Development

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5. CERTIFICATION FINDINGS AND DETERMINATION BY THE CONTRACTING OFFICER

Based on the findings, I hereby determine AmeriNational Community Services, shall be responsible and capable of satisfactorily completing the Loan Servicing services under the Proposed Sole Source Contract extension. It is further determine that the approval shall be in the best interest of the District and that the cost is fair and reasonable. I recommend that the Office of Contracting and Procurement (OCP) Chief Procurement Officer approves the use of the Sole Source Procurement method for this Proposed Sole Source Contract extension. I have reviewed the above findings and certify that they are sufficient to justify the use of the Sole Source method of procurement under the cited authority. I certify that the notice of intent to award an extension to the sole source contract was published in accordance with Section 404(c) of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Official Code §2-354.04) and that no response was received. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed Contract.

Date

O'Linda Fuller, MBA, CASA
Contracting Officer,
Office of Contracting and Procurement

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 303, 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02, 2-354.03 or 2-354.04 Sec 404 (a)(b)(c) DCMR 1701.01, D.C. Law 18-371;). Accordingly, I determine that the District is justified in Contracting with the using the Sole Source Method of Procurement.

Date

James D. Staton, Jr.
Chief Procurement Officer, Office of
Contracting and Procurement